



User Guide: Create and Subscribe a Learner to a Learning Path – Manager/Supervisor

Purpose

There are a number of paths one can use to create and subscribe to a learning path in Oracle Learning Management (OLM), Montgomery County's learning management system. This guide provides the most efficient path for **Manager/Supervisor** to create and subscribe to his/her employee to learning path. Learning path will help the learner to focus on planning and executing the attainment of your personal skills and knowledge goals.

Learning Path is catalog object that contains one or more virtual groups of courses, helping learners achieve learning goals that a single course cannot address. There are situations when a learner can plan to have a learning strategy which comprises of more than once courses. For example, An IT Professional want to do a PMP as well as Data Warehousing course. Both these course do not have any relation but for a learner, it might be relevant. In such situation, Manager/Supervisor can create Learning Path for their employees to create a group of courses which you want them to attend.

Contractors, Volunteers and Interns who have a MCG Computer Network login should refer to the [User Guide for MCG Contractors and Volunteers](#) for Learning Path instructions.

Additional Information

Before logging into OLM, we recommend that you decide which learning paths and classes you want your employees to take. These can be found on the OHR Training and Organizational Development webpage <http://www.montgomerycountymd.gov/hr/careerdevelopment/training.html>, select Programs and Catalogs to access the two catalogs:

- **Career Development Programs – Training Catalog:** Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- **HHS Continuous Learning – Course Catalog (CCL):** Topics of interest to the Department of Health and Human Services; social workers and therapists throughout the County.

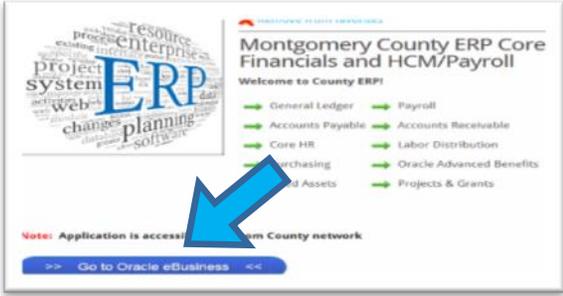
Once you have decided what learning path you want to create and the class(s) you want to your employees to take through the learning path, go to OLM to create, subscribe and enroll them.

Questions

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.

User Guide: How to Create and Subscribe a Learner to a learning path – Manager and Supervisor

Step	Action	Visual
1.	<p>How to Create a Learning Path for your Employees</p> <p>Go to the AccessMCG ePortal: https://eportal.montgomerycountymd.gov.</p> <p>Enter your MCG Network user name and password.</p> <p>Click Log in.</p> <p><i>We recommend that you bookmark, or add this link to your favorites for future use.</i></p>	
2.	<p>The ePortal menu will open.</p> <p>Click Go to Oracle eBusiness, The eBusiness Suite Page will open.</p>	

<p>3.</p>	<p>The eBusiness Suite Page will open</p> <p>Click on the blue Go to Oracle eBusiness button.</p>	
<p>4.</p>	<p>The eBusiness Suite Home page will open</p> <p>Click on MCG HR Manager Access.</p>	
<p>5.</p>	<p>Click Learner Management, Learner Management for Employees and Employee Learning respectively</p>	

6. The **Employee's Learning** will open

Click the **View icon** (the green button) to open the employee's Learning Home page

In the **Learning Paths** section,

- Click **Create** - the Create Learning Path: Enter Learning Path Properties page displays
- Enter the **Name** of the learning path in the Name Field. If Necessary, enter;
 - A description in the **Description** field
 - A **Completion Target**, this should be the date by which you want the employee to complete the Learning Path
 - A **Notification before target**, this is the number of days in advance that you would like the employee to be notified before the **Completion Target**
- Click **Next**

Employee Learning: People in Hierarchy

Click the View icon to open the employee's Learning Home page.

Focus Name	Assignment Number	Job	Position	Department	Employee Number	View	Details
Anita K.							
...an, Laura C.	28846	Specialist	012928 Human Resources Specialist III.000121.FT.P.	CHR 33 Training and Organizational Development Team	28846		
EBozaei, Arvia K.	28024	Manager	016060.Senior Fellow.100801.FT.T.1	CHR 33 Training and Organizational Development Team	28024		
Kane, Vicki L.	1077-2	Manager	016060.Senior Fellow.100801.FT.T.1	CHR 33 Training and Organizational Development Team	1077		
Ramel, Tevrodos	3468	Specialist	013466 Human Resources Specialist III.000121.FT.P.	CHR 33 Training and Organizational Development Team	3468		
Rhodes, Anitha M.	9953	Specialist	011308 Administrative Specialist II.000151.FT.P.2	CHR 33 Training and Organizational Development Team	9953		
Robey, Shannon	48			Montgomery County MD			

Learner Home | Course Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Enter Learning Path Properties

Create Learning Path: Enter Learning Path Properties

* Indicates required field

* Name

Description

Source **Learner**

Completion Target

Notification before Target Day(s)

Sends notifications x number of days before target completion date

7. A **Create Learning Path: Select Courses** page displays.

- Click **Add Courses**

Learner Home | Course Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Enter Learning Path Properties

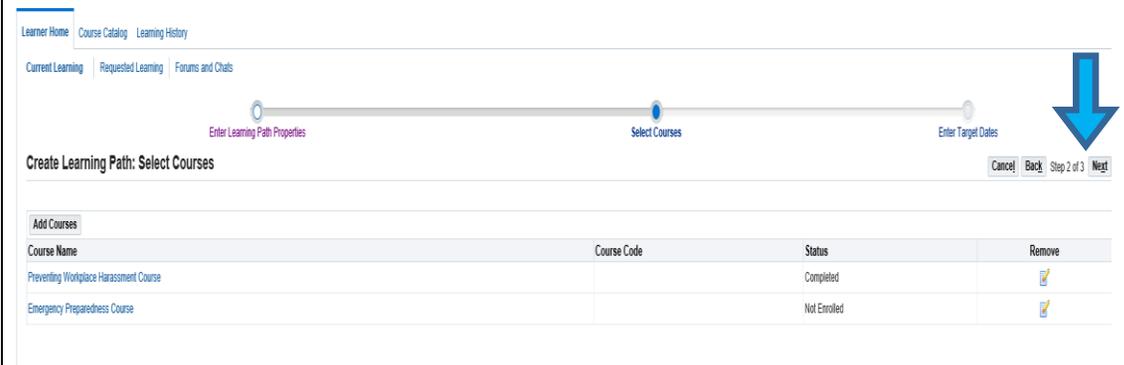
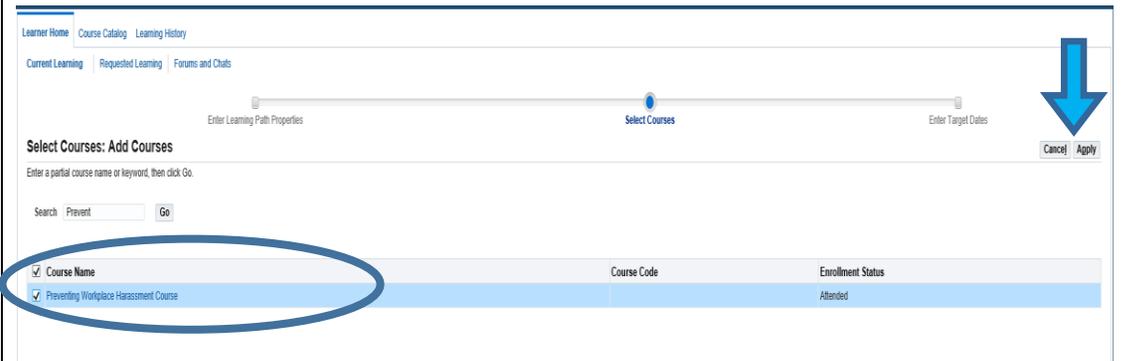
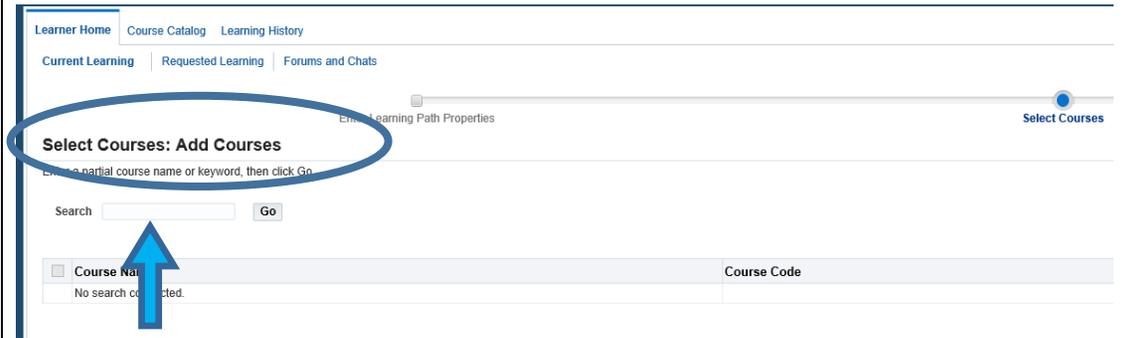
Create Learning Path: Select Courses

Add Courses

Course Name	Course Code
No search cond	

8. The **Select Courses: Add Courses** Page displays.

- In the **Search** field, enter a full/partial course name or keyword from the course title, click **GO**
Example: Enter the word “Workplace” for Preventing Workplace Harassment Training.
- A List of available courses is displayed
- Select the Course(s) you would like to add, and then click **Apply**
- To add more courses, click **Add Courses**
- Once you have added all the required courses, click **Next** – the **Create Learning Path: Enter Target Dates** page displays



9. The **Create Learning Path: Enter Target Dates** page displays

- Enter the date you want the employee to Complete each course by, in the **Completion Target** field
- Enter the number of days in advance that you would like the employee to be notified before the **Completion Target** date for each course in the **Notification before Target (Days)** field
- Click **Submit**
- A confirmation message (highlighted in yellow) will appear indicating that the Learning Path has been successfully created for the employee

N.B: - creating a Learning Path does not automatically enroll the employee in any of its component classes. The employee must also enroll in all of the Learning Paths classes or you must enroll the employee in the all of the classes in the Learning Paths

To return to Home page, click the **Home** tab.

Do not use the browser's Back button.

The screenshot displays the 'Create Learning Path: Enter Target Dates' interface. At the top, a progress bar indicates the current step is 'Enter Target Dates'. Below this, a table lists courses with their completion targets and notification periods. The 'Emergency Preparedness Course' has a completion target of '31-Dec-2019' and a notification period of '30' days. A confirmation message is highlighted in yellow, stating that the learning path 'New Employee on Board Learning Path' has been successfully created. Below the confirmation, there are sections for 'Learning Certifications' and 'Learning Paths', each with a table of active items.

Course Name	Completion Target	Notification before Target (Days)	Status	Remove
Preventing Workplace Harassment Course			Completed	
Emergency Preparedness Course	31-Dec-2019	30	Not Enrolled	

Confirmation
You have successfully created the learning path New Employee on Board Learning Path. To enroll in a course, click the learning path name on your home page and find offerings for the relevant course.

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
EEO/Diversity for Managers and Supervisors Learning Certification	Subscribed	Inactive	07-May-2022		07-May-2022			

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Human Resources Management for Employees Learning Path	Active	Catalog	1 of 2	01-Jan-2013	20-Apr-2018				
New Employee on Board Learning Path	Active	Learner	1 of 2	08-Aug-2019	31-Dec-2020				
Aspiring Supervisor Learning Path	Active	Catalog	2 of 6	01-Jan-2013	05-Aug-2022				
Customer Service Provider Learning Path	Active	Catalog	0 of 3	01-Jan-2013	07-Aug-2022				

Need Additional Assistance?

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